

INVITATION TO BID

Office of the Carter County Finance Department

801 E Elk Avenue
Elizabethton, TN 37643

Bidder shall return bid in **sealed envelope** to:

**Carter County Finance Department
Attn: Sheriff's Department Mental Health Transport Services Bid 2020
801 E Elk Avenue
Elizabethton, TN 37643**

Public opening of the bid will be held at the above address at the bid deadline date and time designated in the Invitation to Bid

DATE ISSUED:	Tuesday, October 6, 2020
BID TITLE:	Sheriff's Department Mental Health Transport Services Bid 2020
BID DEADLINE DATE & TIME:	October 20, 2020 at 2:00 p.m. Eastern Time (local prevailing time)
BID OPENING LOCATION:	Carter County Courthouse – Mayors Conference Room 2 nd Floor, Administrative Building
BID CONTACT:	Keith Range
CONTACT PHONE:	(423) 213-0234
CONTACT EMAIL:	rangek@sheriff.cc

Carter County reserves the right to reject any and all bids, maintains the right to negotiate after bid and waive any informalities.

Carter County does not discriminate based on race, color, national origin or age pursuant to Title VI of the Civil Rights Act of 1964.

TERMS AND CONDITIONS

1	<p>REQUIREMENTS FOR BID SUBMISSION.</p> <ul style="list-style-type: none">a. All bids must be received in a SEALED envelope clearly marked with the bid name, date, and time ON THE OUTSIDE OF THE SEALED ENVELOPE.b. All bid specifications must be metc. Vendor Information and Anti-Collusion Statementd. Vendor Certification Iran Divestment Acte. Drug-Free Workplace Affidavit Formf. Copy of Vendor's IRS W-9 Formg. Proof of Liability Insurance and Licenseh. Proof of Worker Compensation Insurancei. Contact Keith Range by email: rangek@sheriff.cc or by phone @ (423) 213-0234 to schedule visit or with questions.
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This Request for Proposals (RFP) is to define minimum contract requirements; solicit responses; detail response requirements; and outline the County's process for evaluating responses and selecting a contractor to provide the needed goods or services.

Tom Smith

CARTER COUNTY SHERIFF'S OFFICE

REQUEST FOR PROPOSALS FOR MENTAL HEALTH TRANSPORT

RFP # CCSDMHT-2020

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1 INTRODUCTION

The Carter County Sheriff's Office hereinafter referred to as "the County", issues this Request for Proposals (RFP) to define minimum contract requirements; solicit responses; detail response requirements; and outline the County's process for evaluating responses and selecting a contractor to provide the needed goods or services.

Through this RFP, the County seeks to procure necessary goods or services at the most favorable competitive prices and to give ALL qualified respondents, including those that are owned by minorities, women, service-disabled veterans, persons with disabilities and small business enterprises, an opportunity to do business with the County as contractors, subcontractors or suppliers.

1.1 Statement of Procurement Purpose

The County is seeking to procure one qualified Contractor to transport persons to a hospital or treatment facility in accordance TCA 33-6-901. Any contract entered into under this subsection is subject to audit by the County or its designee. In order to qualify all contractors must comply with all requirements with this RFP.

Applicants must submit a qualified application no later than 10/20/2020 @ 2:00 p.m. An applicant must apply, as required. The County will not accept late applications. Failure to submit an application by the deadline will result in disqualification of the application.

The applicant's proposal should include one (1) original copy, one (1) duplicate copy and one CD/DVD of all the information submitted in this RFP to the below listed address:

Carter County Finance
Director Brad Burke
801 E. Elk Avenue
Elizabethton, TN 37643

For question concerning the information in this RFP, contact LT Keith Range at 423-213-0234 or email him at rangek@sheriff.cc.

2 RFP SCHEDULE OF EVENTS

EVENT	TIME (EST)	DATE
RFP Issued		10/06/2020
Application Deadline	2:00 pm	10/20/2020
Contract Start Date	6:00 am	11/01/2020

3 RESPONSE REQUIREMENTS

A response to this RFP must consist of two parts, a Technical and a Cost Proposal.

A technical response must not include any pricing or cost information. If any pricing or cost information amounts of any type (even pricing relating to other projects) is included in any part of the technical response, the County may deem the response to be non-responsive and reject it. The County may determine a response to be non-responsive and reject it if the Respondent fails to organize and properly reference the Technical Response as required by this RFP or the Technical Response document does not appropriately respond to, address, or meet all of the requirements and response items detailed in the RFP.

A Cost Proposal must be included with this RFP and shall be calculated based on the miles required to be driven in order to transport the patient. If a Respondent fails to submit a cost proposal exactly as required, the County may deem the response to be non-responsive and reject it.

4 GENERAL CONTRACTING INFORMATION & REQUIREMENTS

Contracting Requirements:

A valid Basic Life Support certification from the Tennessee Department of Health pursuant to *The Rules of the State of Tennessee* 1200-12-01-.14(3)(a)(2)(i);

or

Criteria listed in Tenn. Code Ann. § 33-6-901 and additionally are required to include the following requirements:

I. Secondary Transport Agents (STA):

- a. STA services must be available 24 hours a day/7 days a week/365 days a year
- b. All STA staff who interact with patients or protected health information (PHI) must successfully pass, before assignment, a state and federal background check, which must include, but is not limited to the following:
 - 1) Nationwide fingerprint criminal background check;
 - 2) Tennessee Department of Health Abuse Registry check
 - 3) United States Department of Justice National Sex Offender Registry check
 - 4) Office of Inspector General's List of Excluded Individuals and Entities (LEIE) check
- b. In the event an STA staff is arrested, indicted, convicted, or issued a citation in lieu of arrest for a criminal offense, either a misdemeanor or felony, the STA staff member must immediately report this information to their direct supervisor within twenty-four (24) hours following the event.
- c. If the direct supervisor is unavailable, the STA staff must report to the next supervisor or manager in the chain of command as appropriate. If the event occurs on a day the STA staff is not scheduled to work, it must be reported on the next workday.
- e. All STA staff who interact with patients must successfully pass, before assignment, a 5-panel drug test. The five-panel drug test must test for the following substances:
 - 1) Amphetamines
 - 2) Cocaine
 - 3) Opiates
 - 4) Phencyclidine (PCP)
 - 5) Tetrahydrocannabinol (THC)

- f. Have passed a physical examination by a licensed physician.
- g. Have been certified by a Tennessee Licensed Health Care Provider qualified in the psychiatric or psychological fields as being free from any impairment, as set forth in the current edition of the Diagnostic and Statistical Manual of Mental Disorders (DSM) of the American Psychiatric Association at the time of the examination, that would, in the professional judgment of the examiner, affect the person's ability to perform an essential function of the job, with or without a reasonable accommodation.
- h. All STA staff who interact with patients must maintain proof of completion of "Mental Health First Aid".
- i. All STA staff should ask the requesting transport facility for relevant information regarding recent medications or treatments which will determine whether the patient is medically fit to transport.
- j. Any STA drivers must maintain the following certifications:
 - 1) CPR/AED
 - 2) First-Aid
 - 3) Emergency Oxygen Administration
- k. Crisis Intervention Training (CIT) is highly recommended for all STA staff who would interact with patients.
- l. "Handle With Care" Training is recommended for all transporting agents.
- m. Drivers must maintain a valid driver's license for the appropriate classification based on the type of vehicle and service provided.
- n. An updated MVR for each STA driver must be obtained and reviewed by the STA throughout the duration of the driver's employment with or by the STA.
- o. In the event of an accident or incident involving the STA or a patient, the STA must immediately report this information to the law enforcement agency.

II. Secondary Transport Agent Vehicles.

- a. Vehicles must be fitted with a driver-controlled door locking system so that the person in crisis is unable to open the doors of the vehicle without the assistance of the responders, reducing the risk of elopement.
- b. Secure safety panels must be provided between the driver and passenger compartment. These panels should be transparent so that the driver can see behind to the passenger compartment.
- c. Transport vehicles should also preserve the separation between the patient and the trunk space in the vehicle. In particular, if a transport vehicle is a van, a mesh or grille bulkhead should separate all equipment held in the trunk from the passenger.

- d. Windows must be tinted for the privacy and dignity of the person being transported
- e. Vehicles must be equipped with a portable AED (automated external defibrillator) and a first-aid kit.
- f. Vehicles must have a lockable container to carry patient property.
- g. The Patient area within the vehicle must be free from ligature risks or any items that may be used for self-harm.
- h. As needed, STA vehicles must provide for the safety and adequacy of transport for those under the age of 18. As needed, this requires that STA vehicles be equipped with a booster seat.
- i. For trips greater than 120 miles (or anticipated to exceed two (2) hours, STAs must allow stopping for restroom breaks for the patient at least every two (2) hours. For these transports, STAs must include two staff members, such that the personnel patient ratio is 2:1.
 - 1) STA staff must be prepared to be flexible if patient needs exceed this two-hour minimum.
 - 2) STA staff must be prepared to provide for the safety and security of each patient throughout the duration of the entire transport, to include, during any stops along the way.
- j. Vehicles must be equipped with appropriate communication devices such that drivers can quickly access emergency assistance at any location within the state.

III. Transport Ratios

STA may transport more than one patient at a time under the following circumstances:

- a. A standard five-seat vehicle may transport no more than two (2) patients at a time.
- b. A standard 10-passenger van may transport no more than four (4) patients at a time.
- c. A minimum of two (2) staff persons must accompany the transport of a group of two or more patients.
- d. Transporting agent(s) should use judgment as it relates to the clinical profile of the patients they may be transporting together. Clinical judgment should also be consulted from the Emergency Department (ED) or the assessor.

IV. Searching Patients

Patients must be searched prior to being transported to ensure they do not have anything that may be used to harm themselves or others. To do this safely:

- a. The gender of the STA driver shall match the patient whenever possible.
- b. The search shall be conducted with a witness observer or be recorded, preferably both.
- c. STAs are encouraged to utilize a security wand to assist in the search process.

Documentation

All relevant documentation based on the requirements above must be maintained by the Secondary Transport Agent and available for review by the County. Retain supporting documentation related to qualifying transports including, but not limited to, transport log(s) to demonstrate that a qualifying transport occurred that includes the start/ending mileage, beginning/ending destination, patient's name, and the person/s transporting the patient.

FINANCIAL REQUIREMENTS

Contracts awarded under this Mental Health Transport Program are required to follow the guidance contained in the OCJP Grants Manual. This manual provides information on allowed costs, methods of payment, audit requirements, accounting systems, and financial records. Specific requirements include Accounting Systems and Professional Fees.

RFP Cancellation

The Contractor may not subcontract, transfer, or assign any portion of the Contract awarded as a result of this RFP. The County reserves the right, at its sole discretion, to cancel the RFP or to cancel and reissue this RFP in accordance with applicable laws and regulations.

Insurance

The County will require the awarded Contractor to provide a Certificate of Insurance issued by an insurance company licensed or authorized to provide insurance in the State of Tennessee. Each Certificate of Insurance shall indicate current insurance coverage meeting minimum requirements as may be specified by this RFP. A failure to provide a current Certificate of Insurance will be considered a material breach and grounds for contract termination.

Professional Licensure and Department of Revenue Registration

All persons, agencies, firms, or other entities that provide legal or financial opinions, which a Respondent provides for consideration and evaluation by the County as a part of a response to this RFP, shall be properly licensed to render such opinions. Before the Contract resulting from this RFP is signed, the apparent successful Respondent (and Respondent employees and subcontractors, as applicable) must hold all necessary or appropriate business or professional licenses to provide the goods or services as required by the contract. The County may require any Respondent to submit evidence of proper licensure.

Disclosure of Response Contents

All materials submitted to the County in response to this RFP shall become the property of the County. Selection or rejection of a response does not affect this right. By submitting a response, a Respondent acknowledges and accepts that the full response contents and associated documents will become open to public inspection in accordance with the laws of the State of Tennessee. The County will hold all response information, including both technical and cost information, in confidence during the evaluation process. Upon completion of response evaluations, indicated by public release of a Notice of Intent to Award, the responses and associated materials will be open for review by the public in accordance with Tenn. Code Ann. § 10-7-504(a)(7).

Contract Approval and Contract Payments

After contract award, the Contractor who is awarded the contract must submit appropriate documentation with the County Project Manager. This RFP and its contractor selection processes do not obligate the County and do not create rights, interests, or claims of entitlement in either the Respondent with the apparent best evaluated response or any other Respondent. County obligations pursuant to a contract award shall commence only after the Contract is signed by the County agency head and the Contractor and after the Contract is approved by all other county officials as required by applicable laws and regulations. No payment will be obligated or made until the relevant Contract is approved as required by applicable statutes and rules of the State of Tennessee. The county shall not be liable for payment of any type associated with the Contract resulting from this RFP (or any amendment thereof) or responsible for any transports rendered by the Contractor, even when rendered in good faith and even if the Contractor is orally directed to proceed with the transport services, if it occurs before the Contract Effective Date or after the Contract Term. All payments relating to this procurement will be made in accordance with the Payment Terms and Conditions of the Contract resulting from this RFP. The Contractor shall provide reasonable assistance and access to all documents and logs related to this RFP and all associated transports upon request. Further, the County shall not remit, as funding or reimbursement pursuant to such provisions, any amounts that it determines do not represent authorized transports and actual costs.

Contractor Performance

The Contractor who is awarded a contract will be responsible for the delivery of all acceptable goods or the satisfactory completion of all services set out in this RFP (including attachments) as may be amended. All goods or services are subject to inspection and evaluation by the County. The County will employ all reasonable means to ensure that goods delivered or services rendered are in compliance with the Contract, and the Contractor must cooperate with such efforts.

Next Ranked Respondent

The County reserves the right to initiate negotiations with the next ranked Respondent should the County cease doing business with any Respondent selected via this RFP process.

5 EVALUATION & CONTRACT AWARD

The County will consider qualifications, experience, technical approach, and cost in the evaluation of responses and award points in each of the categories detailed below (up to the maximum evaluation points indicated) to each response deemed by the County to be **responsive**.

EVALUATION CATEGORY	MAXIMUM POINTS POSSIBLE
General Qualifications & Experience	20
Technical Qualifications, Experience & Approach	40
Cost Proposal	40

Evaluation Process

The evaluation process is designed to award the contract resulting from this RFP not necessarily to the Respondent offering the lowest cost, but rather to the Respondent deemed by the County to be responsive and

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responsible who offers the best combination of attributes based upon the evaluation criteria. (“Responsive Respondent” is defined as a Respondent that has submitted a response that conforms in all material respects to the RFP and has the capacity in all respects to perform fully the contract requirements, and the integrity and reliability which will assure good faith performance.)

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VENDOR INFORMATION and ANTI-COLLUSION STATEMENT

Please print or type clearly. Complete each section entirely and verify for accuracy.

By signing this form the bidder agrees that he has not divulged to, discussed, or compared his bid with other bidders and has not colluded with any other bidder or parties to a bid whatsoever. Note: no premiums, rebates or gratuities to any employee or agent are permitted with, prior to, or after any delivery of materials. Any such violation will result in the cancellation and/or return of material (as applicable) and the removal from the bid list and could constitute a felony and result in a fine, imprisonment, as well as civil damages.

In compliance with this Invitation for Bid, and subject to all the conditions thereof, the undersigned offers, if this bid is accepted, to furnish any or all of the items and/or services upon which prices are quoted, at the price set opposite each item, to be delivered at the time and place specified herein. The undersigned certifies that he/she has read, understands, and agrees to all terms, conditions, and requirements of this bid, and is authorized to contract on behalf of the firm named below. This form must be signed personally by the bidder or the bidder's authorized agent. All signatures must be original and not photocopies.

COMPANY NAME:	
CONTACT PERSON:	
CONTACT PERSON TITLE:	
SIGNATURE OF AUTHORIZED REPRESENTATIVE:	
FEDERAL TAX ID # (or Social Security #, if applicable)	
STREET ADDRESS:	
STREET ADDRESS:	
CITY, STATE, ZIP:	
TELEPHONE NUMBER:	
FAX NUMBER:	
EMAIL:	
DATE:	

**By signing this form, the bidder signifies understanding and agreement with Carter County Government Terms and Conditions

BIDDER'S CERTIFICATION OF COMPLIANCE
WITH
IRAN DIVESTMENT ACT
Tenn. Code Ann. § 12-12-101 et seq.

Comes _____, for and on behalf of
(Printed name of Principal Officer of Company)

_____, (the "Company") and, after being duly authorized
by the Company so to do, makes oath that:

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to the Iran Divestment Act, Tenn. Code Ann. § 12-12-106.

Signature

Title

Date

Model AFFADIVIT
(Must be attached to bid form upon submission)

DRUG-FREE WORKPLACE AFFIDAVIT OF PRIME BIDDER

STATE OF TENNESSEE – COUNTY OF CARTER

NOW COMES AFFIANT, who being duly sworn, deposes and says:

1. He/She is the principal officer for (INSERT NAME AND ADDRESS OF BIDDING ENTITY);
2. That the bidding entity has submitted a bid to Carter County Finance Department for the performance of _____;
3. That the bidding entity employs no less than five (5) employees;
4. That Affiant certifies that the bidding entity has in effect, at the time of submission of its bid to perform the _____ referenced above, a drug-free workplace program that complies with §50-9-113, *Tennessee Code Annotated*.
5. That this affidavit is made on personal knowledge.

Further Affiant saith not.

AFFIANT

SUBSCRIBED AND SWORN TO before me this _____ day of _____, 2020.

NOTARY PUBLIC

My commission expires: _____